

Glossary

Standard Terminology for Property and Asset Management

Scope: This terminology covers traditional property management definitions and some of the terms introduced in additional asset management standards that are used most often and considered most important.

A

Accountability - The obligation imposed by law, lawful order, or regulation, accepted by a person for keeping accurate records, to ensure control of property, documents or funds, without physical possession.

Accountable Property - A term used to identify property recorded in a formal property management or accounting system.

Accountable Property Officer (APO) - An individual who, based on his or her training, knowledge, and experience in property management, accountability, and control procedures, is appointed by proper authority.

Acquisition Cost - The amount, net of both trade and cash discounts, paid for the property, plus transportation costs and other ancillary cost.

Asset - (1) Anything owned having monetary value; (2) Tangible or intangible items owned by an entity that have probable economic benefits that can be obtained or controlled by the entity.

Automatic Information Technologies (AIT) - The family of technologies that improves the accuracy, efficiency, and timeliness of material identification and data collection.

C

Classified Items - Items that require protection in the interest of national security.

Custodial Responsibility - The duty or responsibility typically assigned to a property custodian or hand-receipt holder to ensure property is protected or otherwise maintained.

Custody - Having charge and control; to be in physical possession of.

E

End-Item - The final combination of end products, components parts, and/or materials that is capable of functioning independently.

I

Identification - The physical marking of property or, in some cases, its container, by which one or more of the following can be ascertained: ownership, classification, part, serial, model, description, contract, or unique organization designation.

Internal Controls - The plan of an organization and all its methods and measures adopted within an organization to safeguard its assets, check the accuracy and reliability of its data, promote operational efficiency, and encourage adherence to prescribed managerial policies.

Inventory Adjustments - Changes made to the official accountability record when physical counts and official records do not agree.

M

Moveable Property - Tangible property, other than real property or tangible intellectual property, that is transportable and visible.

P

Physical Inventory - The verification of the existence, location, and quantity of property items. The process may involve verifying additional property information.

Pilferable Items - Items that have a ready resale value or application to personal possession and that are, therefore, especially subject to theft.

Property - Something or a number of things in which one has the rights and interests subject to ownership. It includes both tangible property and intangible property.

Property Control System - An entity's internal management program for protecting, preserving, accounting for, and controlling property from acquisition through disposition, including both application and compliance.

Property Custodian - An individual or organization accountable for property.

Property Management - A monitoring and control function, charged with assuring that organizational processes related to the lifecycle management of property support organizations objectives, represent sound business practice, and are compliant with applicable standards, policies, regulations, and contractual requirements.

Property Manager - The individual designated by the organization to provide leadership to the organization in the management and use of assets.

Property Records - Information retained for use in managing property.

Property Responsibility - Obligations of a person or entity for actions related to property such as maintenance, control, and record keeping. More general than accountability.

R

Real Property - Land (including Stewardship Land) and rights in land, ground improvements, utility distribution systems, and buildings and other structures, including any fixtures permanently installed therein. Real property is tangible property other than moveable property or tangible intellectual property.

Reconciliation - Ensuring individual records contained in the property management system are fully consistent with the actual status of the property item, including the item's physical location, actual acquisition cost, etc.

Responsibility - An obligation for the proper custody, care, and safekeeping of property or funds entrusted to the possession or supervision of an individual.

Responsible Officer or Custodial Officer - An individual appointed by proper authority to exercise physical custody, care, and safekeeping over property entrusted to their possession or under their supervision.

Responsible Person - An individual issued Government property usually on the basis of a property receipt.

S

Sensitive items - Items for which, regardless of value, there is a reasonable need for extraordinary security, accountability, and control.

Source Document - A document, paper or electronic, that serves as a basis for posting information to the records of property to provide an auditable record of all transactions, evidencing acquisition, receipt, consumption, utilization, maintenance, physical inventory, and disposition. Examples include purchase or fabrication order, receiving report, stores requisition, record of equipment usage, record of maintenance performed, inventory ticket, and shipping documentation.

Standards - Rules or bases of comparison used in judging capacity, quantity, content, extent, value, or quality; levels of excellence or attainment regarded as a measure of adequacy.

T

Tagged Property - Property identified within an organization's property control system that by its nature (value, sensitivity, special measure of control) qualifies to receive a unique tag, usually a barcode, for identification and tracking.

Tangible Property - Property having physical existence and hence capable of being valued monetarily.

